

The District Court

for the



41-A District

of Michigan

The Cities of Sterling Heights and Utica
and the Townships of Shelby and Macomb

DISTRICT JUDGES

MICHAEL S. MACERONI

STEPHEN S. SIERAWSKI

KIMBERLEY A. WIEGAND

STERLING HTS DIVISION

40111 Dodge Park Road
Sterling Heights, Michigan
48313

COURT ADMINISTRATOR

Michael J. Piatek

CLERK OF THE COURT

Julie A. Trombley

JOB POSTING

For

41A District Court

40111 Dodge Park Road

Sterling Heights, MI 48313

Position Title: Part Time Deputy Court Clerk/District Court Clerk

Pay: \$14.35 Per Hour (56 hours Bi-Weekly)

JOB SUMMARY:

Under the direction of the court administrator and/or the deputy court administrator a district court clerk is responsible for district court clerk tasks including scheduling events on the computer, generating and mailing notices, preparing and distributing daily court calendars, reviewing files from court events, entering event dispositions on the computer, reviewing and distributing interoffice correspondence, assisting with counter/phone public service, performing general data entry, filing papers and other duties as assigned. Additional responsibilities may include: cashiering, court recording, LEIN access, and staff training.

PHYSICAL DEMANDS

The duties of this position require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials, and hearing and speech sufficient to communicate in person or over the telephone.

EDUCATION

High school graduation or equivalent with classes in office and business. Prior training is desired in customer/service techniques, keyboarding, and organizational theory.

WORKING CONDITIONS

Works in office conditions

Exposure to persons charged or convicted of criminal offense

Resumes can be forwarded to the Clerk of the Court, Julie Trombley @ jtrombley@sterling-heights.net

Criminal Division
(586) 446-2550

Civil Division
(586) 446-2535

Traffic Division
(586) 446-2575